



REQUIRED MONTHLY BOOKKEEPING DOCUMENTS

- ✓ Business bank statement(s) with canceled checks. Provide a description of the expense on the memo line of each check.
- ✓ Business credit card statement(s).
- ✓ Sales records (i.e. paid invoices, monthly register tape, sales reports, etc.).
- ✓ Receipts for business related purchases, including payroll records.
- ✓ Receipts for business related purchases paid with personal funds.
- ✓ Copy of loan/finance documents for new equipment.
- ✓ Tax forms and/or notices that need to be reviewed or completed.

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Henderson, Nevada: 702-202-2255 St. George, Utah: 435-767-0660 San Juan, Puerto Rico: 787-691-0107